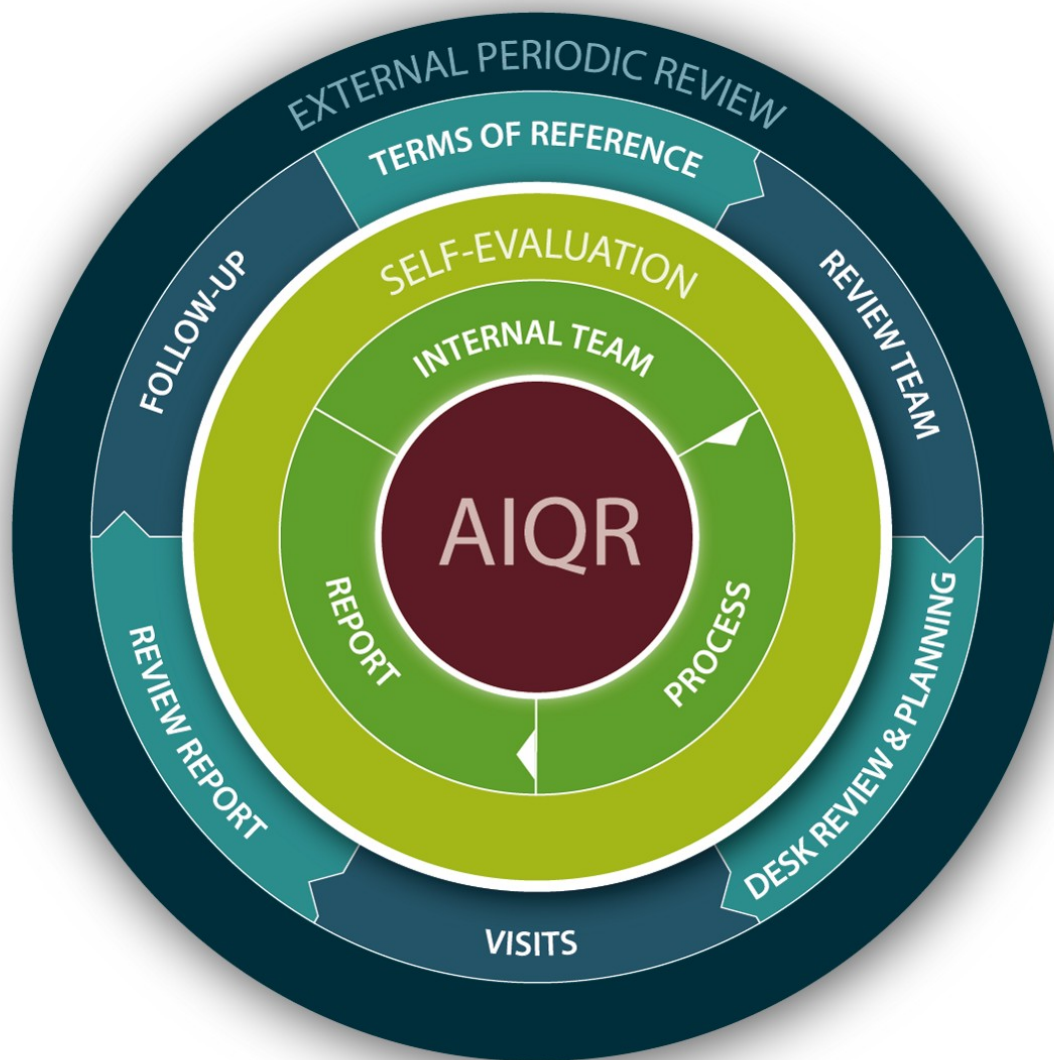


Letterkenny Institute of Technology

Annual Institutional Quality Assurance Report 2018

Based on the reporting period 1 September 2016 – 31 August 2017



The Cyclical Review Process

Part 1

Overview of internal QA governance, policies and procedures

Overarching institution-level approach and policy for QA (ESG 1.1)

1. Overarching Institution Quality Policy

A brief synopsis of the overarching institution quality policy which sets out the links between QA policy and procedures and the strategy and strategic management of the institution.

Letterkenny Institute of Technology is governed by a legislative framework which includes:

Regional Technical Colleges Acts and Amendment Acts (1992; 1994; 1999)

Institutes of Technology Act (2006)

Qualifications (Education and Training) Acts (1999 and 2012)

The Institute through its Quality Assurance Policy sets out to establish a coherent framework for enhancing the quality of education and training provided and showing that standards are safeguarded. The Academic Council oversees the monitoring and review of the Quality Assurance Handbook and the associated quality assurance procedures.

The Quality Assurance Handbook encompasses procedures to ensure that the Quality Assurance Policy is delivered upon and learners' rights prioritised. Additional procedural documents on support services, management, human resources and the campus environment complete the set. The Quality Assurance Policy is set out with reference to the 15 areas: Transparency, Learner Population, Learner Participation, Learning, Learner Support, Assessment, Teaching, Programmes, Lifelong Learning, Research, Management, Verifiable Data, Committee Structure, Human Resources, and Campus Environment. The Quality Assurance Handbook comprises sixteen sections and is published on the Institute's website:

<https://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/>

Section 1 Background

Section 2 Quality Assurance Policy

Section 3 Procedures and Guidelines for the Design and Validation of New Programmes

Section 4 Procedures and Guidelines for the Ongoing Monitoring of Programmes

Section 5 Procedures and Guidelines for Periodic Evaluation

Section 6 Procedures and Guidelines for Assessment Planning

Section 7 Examination Procedures

Section 8 External Examiner Procedures

Section 9 LYIT Marks and Standards

Section 10 Executive Board Reports

Section 11 Recognition of Prior Learning

Section 12 Learner Complaints Procedure

Section 13 Learner Charter

Section 14 Procedures and Guidelines Governing Collaborative Programmes

Section 15 Postgraduate Research Degree Regulations

Section 16 Modularisation and Semesterisation Framework 2015

The Institute's Quality Assurance Handbook has been amended to take account of the publication of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015) as well as QQI's Core Statutory and Sector Specific Quality Assurance Guidelines (2016).

The Institute has delegation of authority to make awards up to taught level 9 on the NFQ. This is subject to the requirements set out in the legislation including procedures and criteria. The Institute has robust procedures in place for the approval of programmes (in keeping with QQI's Core Policy and Criteria for the Validation of Education and Training Programmes) and for assessment of learners (as per sectoral conventions and protocols documented in QQI Assessment and Standards, 2013). The Institute operates with due regard to the quality assurance approach to, and guidelines on, research degrees at NFQ level 9 as set out in the Sectoral Protocols for the Awarding of Research Master Degrees at NFQ Level 9 under delegated authority from QQI (2015) and the quality assurance approach to, and guidelines on, making joint awards under the NFQ, as set out in the Sectoral Protocols for the Delegation of Authority by QQI to the Institutes of Technology to make Joint Awards (2014).

2. Quality assurance decision-making fora

A brief description of institution-level quality assurance decision-making fora

Governing Body

The Governing Body consists of a Chairman and seventeen ordinary members and the President of the Institute. The Chairman is appointed by the Minister for Education and Skills. The seventeen ordinary members are appointed by the Minister for Education and Skills on the recommendation of the Education and Training Boards as follows:

- Six persons of whom at least three shall be members of a local authority nominated by the Education and Training Board
- Two full-time members, one male and one female, of the academic staff of the institute elected by the academic staff in accordance with regulations made by the Governing Body
- One non-academic member of staff elected by the non-academic staff in accordance with regulations made by the Governing Body
- Two registered students, one male and one female, of the institute chosen in accordance with regulations made by the Governing Body
- One person nominated by the Irish Congress of Trade Unions
- Five persons nominated by the Education and Training Board from nominations by organisations that the institute on the recommendation of the Academic Council considers require representation having regard to the activities of the institute.

There is a gender requirement that at least seven of those nominated are male and at least seven are female. The term of office of Governing Body members is five years with the exception of the two student representatives who are appointed annually.

Academic Council

The role of the Academic Council is to:

- assist the Governing Body in the planning, co-ordination, development and overseeing of the educational work of the college, and

- protect, maintain and develop the academic standards of the courses and the activities of the college.

Meetings of the Academic Council are held approximately three times per semester. A new Academic Council was formed in June 2014, elected in accordance with the regulations made by the Governing Body on 8 May 2014. Membership of the Council is as follows:

1	President ex-officio
1	Registrar ex-officio
1	Head of Development ex-officio
4	Heads of School ex-officio
9	Heads of Department in Schools of Letterkenny Institute of Technology ex-officio
1	Librarian ex-officio
2	<p>Students appointed by the governing body on the nomination of a student representative body recognised by the governing body for the purpose. The persons nominated shall at all times:</p> <p>(a) be one male representative and one female representative</p> <p>(b) be registered students of the Letterkenny Institute of Technology or full-time officers of a student representative body recognised by the governing body for this purpose</p> <p>(c) agree, in a letter accompanying their nomination, that they shall be deemed to have resigned from the academic council on ceasing to be registered students of the Institute or full-time officers of a student representative body recognised by the governing body for this purpose.</p> <p>The Students Union in Letterkenny Institute of Technology, being the student representative body currently recognised by the Institute, shall be asked, through its President, to nominate two representatives in accordance with the foregoing.</p>
1	<p>Person, being a member of the technical support staff, i.e. technician and craft assistant and attendant grades, elected by that staff in accordance with these regulations. person elected to the academic council through this process shall be deemed to have resigned his/her place on ceasing to be employed by the Institute as a technician, assistant or</p>

	attendant. The election shall provide for one alternate who will assume a place on the council should it be vacated for any reason by the person first elected.
21	Persons, being members of the academic staff of the Institute [other than the Registrar, Heads of School, Heads of Department], 10 of whom shall be females and 10 males, who are employed on a permanent, full-time basis or who are required, during the period beginning on the 1st day of September in the preceding academic year and ending on the 31st day of August of that academic year, to teach not less than 280 time-tabled hours in the Institute, elected by that staff in accordance with these regulations. A person elected to the academic council through this process shall be deemed to have resigned her place on ceasing to be employed by the Institute as a member of the academic teaching staff. The election shall provide for eight alternates, four on the female list in order and four on the male list in order, who will assume any places on the council vacated for any reason by an elected academic staff member.
41	Total membership

For the purposes of undertaking its workload Council has five sub-committees:

Academic Standards

Planning

Programmes

Learning, Teaching and Student Engagement

Research

Executive Board

The membership of the Executive Board is:

President, Registrar, Secretary/Financial Controller, Head of Development, Head of School of Business, Head of School of Engineering, Head of School of Science, and Head of School of Tourism.

Executive Council

The membership of the Executive Council is as follows:

President, Registrar, Head of Development, Secretary/Financial Controller, Head of School of Business, Head of School of Engineering, Head of School of Science, Head of School of Tourism, Head

of Department of Business Studies, Head of Department of Design and Creative Media, Head of Department of Law and Humanities, Head of Department of Civil Engineering and Construction, Head of Department of Electronics and Mechanical Engineering, Head of Department of Science, Head of Department of Computing, Head of Department of Nursing & Health Studies, Head of Department of Hospitality, Tourism and Culinary Arts, Librarian, Human Resources Manager, Academic Administration & Student Affairs Manager, Estates Manager, Finance Manager, IT Manager and External Services Manager.

Strategic Plan

The Institute's Quality Assurance Framework fits within the Institute's overarching Strategic Plan.

Strategic Plan 2014-17 has five strategic domains:

Teaching and learning

Student experience

Research, innovation and enterprise

Collaboration and regional engagement

Sustainability and resource utilisation

Confirmation of QA Policy and Procedures

1. Programme Design and Approval (ESG 1.2)

Links and/or text relating to the institution-wide quality assurance policy and procedures for the design and approval of new programmes.

Section 3 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Design and Validation of New Programmes

<https://www.lyit.ie/media/Procedures and Guidelines for the Design and Validation of New Programmes .pdf>

2. Programme Delivery and Assessment (ESG 1.3)

Links and/or text relating to the institution-wide quality assurance policies and procedures for the ongoing delivery and assessment of programmes.

Section 4 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes

<https://www.lyit.ie/media/Procedures and Guidelines for the Ongoing Monitoring of Programmes.pdf>

Section 6 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning

<https://www.lyit.ie/media/Procedures and Guidelines for Assessment Planning.pdf>

Section 9 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/media/LYIT Marks and Standards 2011.pdf>

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:

<https://www.lyit.ie/media/Teaching Learning and Assessment Strategies.pdf>

3. Research Quality (ESG 1.2, 1.3, 1.4, 1.9)

Links and/or text relating to any specific quality assurance procedures for the design, approval, delivery, assessment and monitoring of research programmes, if they exist.

The Institute's Research Ethics Policy and Procedures address the requirement for ethical clearance of all research undertaken within the Institute. Section 15 of LYIT's Quality Assurance Handbook sets out the Postgraduate Research Degree Regulations, including the Institute's Research Ethics Policy and Procedures:

[https://www.lyit.ie/media/Section 15 \(Final\).pdf](https://www.lyit.ie/media/Section 15 (Final).pdf)

Research Quality is formally reviewed at school level as part of the Periodic Programme Evaluation Process (Research and Consultancy - Review of research activity within the scope of the programmatic review – is formally included in the Programmatic Review template. Section 5 of the Quality Assurance Handbook Procedures and Guidelines for Periodic Evaluation sets out the process involved and is published on the Institute's website:

<https://www.lyit.ie/media/Section 5 - Procedures and Guidelines for Periodic Evaluation.pdf>

4. Student Lifecycle (ESG 1.4)

Links and/or text relating to the institution-wide quality assurance procedures that are encompassed by the student lifecycle.

LYIT has a suite of policies and procedures in place for the student lifecycle:

Section 4 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes

<https://www.lyit.ie/media/Procedures and Guidelines for the Ongoing Monitoring of Programmes.pdf>

Section 6 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning:

<https://www.lyit.ie/media/Procedures and Guidelines for Assessment Planning.pdf>

Section 7 of LYIT's Quality Assurance Handbook sets out the Examination Procedures:

<https://www.lyit.ie/media/Section 7.pdf>

Section 8 of LYIT's Quality Assurance Handbook sets out the External Examiner Procedures:

<https://www.lyit.ie/media/Section 8.pdf>

Section 9 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/media/LYIT Marks and Standards 2011.pdf>

Section 11 of LYIT's Quality Assurance Handbook sets out the Recognition of Prior Learning Policy:

<https://www.lyit.ie/media/Recognition of Prior Learning Policy.pdf>

In collaboration with its partners in the Connacht Ulster Alliance, LYIT has developed an online tool to facilitate prospective students wishing to apply on the basis of recognition of prior learning:

<http://www.myexperience.ie/>

Section 12 of LYIT's Quality Assurance Handbook sets out the Learner Complaints Procedure:

<https://www.lyit.ie/media/Learner Complaints Procedure.pdf>

Section 13 of LYIT's Quality Assurance Handbook sets out the Learner Charter:

<https://www.lyit.ie/media/Learner Charter.pdf>

Section 15 of LYIT's Quality Assurance Handbook sets out the Postgraduate Research Degree Regulations:

[https://www.lyit.ie/media/Section 15 \(Final\).pdf](https://www.lyit.ie/media/Section 15 (Final).pdf)

Section 16 of LYIT's Quality Assurance Handbook sets out the Modularisation and Semesterisation Framework (2015):

[https://www.lyit.ie/media/Section 16 \(Final\).pdf](https://www.lyit.ie/media/Section 16 (Final).pdf)

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:
<https://www.lyit.ie/media/Teaching Learning and Assessment Strategies.pdf>

LYIT's Plagiarism Policy is published on the Institute's website:
<https://www.lyit.ie/media/LYIT Plagiarism Policy.pdf>

Access, transfer and progression arrangements for all programmes are included in the programme submissions which are formally reviewed by an external Panel of Assessors. Final reports from Panel of Assessors are published on the Institute's website:
<https://www.lyit.ie/gateways/policiespublications/qualityassurance/programmevalidationreports/>

LYIT's Internal Transfer Policy for CAO First Year Entrants is published on the Institute's website:
<https://www.lyit.ie/media/LYIT Internal Transfer Policy for CAO First Year Entrants.pdf>

The Institute has a dedicated learning support centre (The Curve). In addition to offering two access programmes (Certificate in Preparatory Studies for Higher Education and Certificate in Access Studies), The Curve has a dedicated Mathematics Learning Centre and Communications Learning Centre. The Curve also administers the Student Assistance Fund and provides support for learners under the auspices of the Fund for Students with Disabilities:
<https://www.lyit.ie/studentlife/studentervices/learningsupportunit/>

5. Teaching Staff (ESG 1.5)

Links and/or text relating to the institution-wide quality assurance procedures for assuring the competence of teaching staff, including staff recruitment and staff development.

The Institute has a range of policies and procedures in place for teaching and other staff. These are all published on the Institute's Intranet:

LYIT Staff Handbook

Adoptive Leave Guidelines

Children in Workplace Policy

Disciplinary Procedure

Equal Opportunities Guidelines

Flexible Working Scheme - Administration Staff

Force Majeure Guidelines

Grievance Procedures

Job Sharing Guidelines

Sick Leave Guidelines

Term Time Scheme

Respect and Dignity at LYIT

Code of Conduct for Employees

Child Protection Policy

Intellectual Property Policy and Procedure

Protected Disclosure Policy

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:

<https://www.lyit.ie/media/Teaching%20Learning%20and%20Assessment%20Strategies.pdf>

LYIT has a Master of Arts in Learning & Teaching (MALT) which is available for Institute staff and for lecturing / teaching professionals working in the educational domain. Details of the MALT programme are available on the Institute's website:

<https://www.lyit.ie/full-timecourses/lawhumanities/lyltm/>

A formal induction is in place for all new staff. A range of training workshops and seminars for staff are run by Human Resources, Teaching & Learning Co-Ordinator and Estates Office.

6. Teaching and Learning (ESG 1.4, 1.5, 1.6)

Links and/or text relating to the institution-wide quality assurance procedures for assuring the quality of teaching and learning.

LYIT's Learning, Teaching and Assessment Strategy 2015-2020 is published on the Institute's website:
<https://www.lyit.ie/media/Teaching%20Learning%20and%20Assessment%20Strategies.pdf>

Other Institute policies relevant to Teaching and Learning include:
Section 6 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Assessment Planning:

<https://www.lyit.ie/media/Procedures and Guidelines for Assessment Planning.pdf>

Section 7 of LYIT's Quality Assurance Handbook sets out the Examination Procedures:

<https://www.lyit.ie/media/Section%207.pdf>

Section 8 of LYIT's Quality Assurance Handbook sets out the External Examiner Procedures:

<https://www.lyit.ie/media/Section%208.pdf>

Section 9 of LYIT's Quality Assurance Handbook sets out Marks and Standards:

<https://www.lyit.ie/media/LYIT%20Marks%20and%20Standards%202011.pdf>

LYIT's Plagiarism Policy is published on the Institute's website:

<https://www.lyit.ie/media/LYIT%20Plagiarism%20Policy.pdf>

7. Resources and Support (ESG 1.5)

Links and/or text relating to the institution-wide quality assurance procedures for assuring funding and resources for learning, teaching and research. Also, links and or text relating to the quality assurance procedures for learning resources and student support.

The Institute is committed to maintaining a comprehensive quality assurance system to demonstrate and enhance the quality of education provided and to safeguard standards. The Executive Board reports are fundamental to this aim and identify the clear lines of authority required for efficient quality management. Executive Board reports cover all aspects of Institute activity including resources and supports available to staff and students. Section 10 of LYIT's Quality Assurance Handbook sets out the approach to Executive Board Reporting.

[https://www.lyit.ie/media/Section%2010%20\(Final\).pdf](https://www.lyit.ie/media/Section%2010%20(Final).pdf)

A range of resources and supports are available in the Institute (published on the Institute's website):

Student Services:

<https://www.lyit.ie/studentlife/studentervices/>

Library:

<http://library1.lyit.ie/>

The Curve (including Mathematics Learning Centre and Communications Learning Centre):

<https://www.lyit.ie/studentlife/studentervices/learningsupportunit/>

8. Information Management (ESG 1.7)

Links and/or text relating to the institution-wide quality assurance procedures for collecting, analysing and using relevant information about programmes and other activities.

The Institute's Quality Assurance Handbook sets out the policy/ procedures relating to information management across a wide variety of domains. In most instances there is a formal reporting mechanism via Academic Council/ Executive Board/ Governing Body. These policies and procedures are set out in detail in each of the sections of the Quality Assurance Handbook:

<https://www.lyit.ie/aboutus/organisation/academiccouncil/gahandbook/>

Executive Board reports cover all aspects of Institute activity, including Programme Board Reports and External Examiner reports from each of the academic schools. Section 10 of LYIT's Quality Assurance Handbook sets out the approach to Executive Board Reporting.

[https://www.lyit.ie/media/Section%2010%20\(Final\).pdf](https://www.lyit.ie/media/Section%2010%20(Final).pdf)

LYIT has established a student survey group to manage data in respect of the following student surveys:

Irish Survey of Student Engagement (ISSE)

Online QA1/2/3 Quality Assurance Surveys

U-Multirank

LYIT also has a range of legacy policies relating to information management. The Institute has drafted, and is currently in the process of approving, a number of new policy documents:

Acceptable Usage Policy

Data Governance Policy

Compliance Policy

Information Security Policy

9. Self-evaluation and Monitoring (ESG 1.9)

Links and/or text relating to the institution-wide quality assurance procedures for self-evaluation and internal monitoring.

Section 4 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for the Ongoing Monitoring of Programmes.

[https://www.lyit.ie/media/Procedures and Guidelines for the Ongoing Monitoring of Programmes.pdf](https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Ongoing%20Monitoring%20of%20Programmes.pdf)

Section 5 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines for Regular Periodic Evaluation.

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Regular%20Periodic%20%25LYIT>

LYIT is subject to institutional review in accordance with QQI's Policy on Cyclical Review of Higher Education Institutions (2016):

[http://www.qqi.ie/Downloads/Cyclical Review of Higher Education Institutions.pdf](http://www.qqi.ie/Downloads/Cyclical%20Review%20of%20Higher%20Education%20Institutions.pdf)

10. Stakeholder Engagement (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for the involvement of external stakeholders in quality assurance.

The Innovation and Regional Engagement Functional Area Plan (linked to LYIT's Strategic Plan 2014 -17) was approved by the Institute's Executive Board in 2015/16.

The Institute's Quality Assurance Handbook sets out the policy for stakeholder engagement in new programme development, ongoing monitoring of programmes and regular periodic evaluation:

[https://www.lyit.ie/media/Procedures and Guidelines for the Design and Validation of New Programmes .pdf](https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Design%20and%20Validation%20of%20New%20Programmes.pdf)

[https://www.lyit.ie/media/Procedures and Guidelines for the Ongoing Monitoring of Programmes.pdf](https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20the%20Ongoing%20Monitoring%20of%20Programmes.pdf)

<https://www.lyit.ie/media/Procedures%20and%20Guidelines%20for%20Regular%20Periodic%20%25Yes>

11. Engagement with Other Bodies (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for engagement with professional, statutory and regulatory bodies and other quality assurance and awarding bodies (details of specific engagements should be provided in the online section of the form).

Section 14 of LYIT's Quality Assurance Handbook sets out Procedures and Guidelines Governing Collaborative Programmes (including Transnational Programmes and Programmes Leading to Joint Awards)

[https://www.lyit.ie/media/Section%2014%20\(2015\).pdf](https://www.lyit.ie/media/Section%2014%20(2015).pdf)

The Procedures and Guidelines Governing Collaborative Programmes have been approved by QQI and the Institute was successful in obtaining delegated authority from QQI to make joint awards.

The Innovation and Regional Engagement Functional Area Plan (linked to LYIT's Strategic Plan 2014 - 17) was approved by the Institute's Executive Board in 2015/16.

12. Provision and Use of Public Information (ESG 1.8)

Links and/or text relating to the institution-wide quality assurance procedures for the provision of clear, accurate, up-to date and accessible public information.

The Freedom of Information (FOI) Act 2014 establishes three key rights:

- Right of any member of the public to access to records;
- Right of any member of the public to amend records containing personal information;
- Right of interested parties to reasons for decisions.

In general, members of the public are entitled to obtain official information from the Institute provided it does not conflict with the public interest and the right of privacy of individuals. Requests for information must be submitted in writing to the Freedom of Information Office at LYIT.

<https://www.lyit.ie/aboutus/freedomofinformation/>

Consistent with European Standards and Guidelines (2015), the Institute publishes a wide range of documents and policies as well as the outcomes of Quality Assurance processes, including:

Strategic Plan

<https://www.lyit.ie/gateways/policiespublications/strategicplan/>

Quality Assurance Handbook

<https://www.lyit.ie/aboutus/organisation/academiccouncil/gahandbook/>

Prospectus

<https://www.lyit.ie/prospectus/>

Student Handbook

[https://www.lyit.ie/media/LYIT_SH%202016-17_\(WEB\).pdf](https://www.lyit.ie/media/LYIT_SH%202016-17_(WEB).pdf)

New programme validations - Final reports from Panel of Assessors

<https://www.lyit.ie/gateways/policiespublications/qualityassurance/programmevalidationreports/>

Periodic Programme Evaluations - Final reports from Panel of Assessors

<https://www.lyit.ie/gateways/policiespublications/qualityassurance/ppereports/>

Student policies

<https://www.lyit.ie/gateways/policiespublications/studentpolicies/>

Staff policies

<https://www.lyit.ie/gateways/policiespublications/staffpolicies/>

Finance reports

<https://www.lyit.ie/gateways/policiespublications/financereports/>

Scéim Ghaeilge (Official Languages Act 2013)

<https://www.lyit.ie/aboutus/irishatlyit/officiallanguagesact/>

13. Linked Providers (for Designated Awarding Bodies) (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for assuring engagement with linked providers including the procedures for approval, monitoring, review, withdrawal of approval and appeal for linked providers.

Delete this message and insert text here. The box will expand.

14. DA Procedures for use of QQI Award Standards (IoTs only)

Links and/or text relating to the specific procedures for the approval of programmes in keeping with Core Policy and Criteria for the Validation of Education and Training Programmes by QQI, the Sectoral Protocols for the Awarding of Research Master Degrees at NFQ Level 9 under Delegated Authority (DA) from QQI and the Sectoral Protocols for the Delegation of Authority by QQI to the Institutes of Technology to make Joint Awards, May 2014.

The whole of the Institute's Quality assurance Framework is designed to support the Institute's authority delegated to it by QQI to make awards for approved programmes. Policies and Procedures for DA procedures for use of QQI award standards are embedded throughout relevant sections of the Institute's Quality Assurance Handbook:

<https://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/>

The Institute has delegation of authority to make awards up to taught level 9 on the NFQ. This is subject to the requirements set out in the legislation including procedures and criteria. The Institute has robust procedures in place for the approval of programmes (in keeping with QQI's Core Policy and Criteria for the Validation of Education and Training Programmes) and for assessment of learners (as per sectoral conventions and protocols documented in QQI Assessment and Standards, 2013). The Institute operates with due regard to the quality assurance approach to, and guidelines on, research degrees at NFQ level 9 as set out in the Sectoral Protocols for the Awarding of Research Master Degrees at NFQ Level 9 under delegated authority from QQI (2015) and the quality assurance approach to, and guidelines on, making joint awards under the NFQ, as set out in the Sectoral Protocols for the Delegation of Authority by QQI to the Institutes of Technology to make Joint Awards (2014).

15. Collaborative Provision (ESG 1.1)

Links and/or text relating to the institution-wide quality assurance procedures for engagement with third parties for the provision of programmes.

Section 14 of LYIT's Quality Assurance Handbook sets out the Procedures and Guidelines Governing Collaborative Programmes (including Transnational Programmes and Programmes Leading to Joint Awards). These procedures were approved by QQI in February 2014.

[https://www.lyit.ie/media/Section%2014%20\(2015\).pdf](https://www.lyit.ie/media/Section%2014%20(2015).pdf)

16. Additional Notes

Any additional notes can be entered here.

Delete this message and insert text here. The box will expand.

17. Internal Review Schedule

The internal reviews schedule or cycle at the level of unit of review within the institution. The units of review can be: module; programme; department/school; service delivery unit; faculty. The cycle will usually run over a 5-7 year period and all units should be encompassed over the full period of the cycle.

Year	2016/17
Areas/Units	School of Science School of Business School of Engineering School of Tourism
Number	4
Link(s) to Publications	https://www.lyit.ie/gateways/policiespublications/qualityassurance/ppereports/

Year	2016/17
Areas/Units	Academic Administration and Student Services (including Admissions, Examinations, Grants and The Curve) Library Computer services Industrial liaison Research and international and life-long learning Finance Human Resources Estates
Number	8
Link(s) to Publications	PPE Published reports:

Year	2017/18
Areas/Units	Institution (Review Cycle)
Number	1
Link(s) to Publications	

Annual Institutional Quality Assurance Report

Year	2018/19
Areas/Units	
Number	
Link(s) to Publications	

Year	2019/20
Areas/Units	
Number	
Link(s) to Publications	

Year	2020/21
Areas/Units	
Number	
Link(s) to Publications	

Year	2021/22
Areas/Units	
Number	
Link(s) to Publications	

Year	2022/23
Areas/Units	
Number	
Link(s) to Publications	

Annual Institutional Quality Assurance Report

Year	
Areas/Units	
Number	
Link(s) to Publications	

AIQR - PART 1

Overview of internal QA governance, policies and procedures	AIQR Part 1 LYIT.docx
PRSBs	11
Awarding Bodies	0
QA Bodies	1
Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	First Set of Records
Type of Arrangement	PRSB
Name of the Body	Bord Altranais agus Cnáimhseachais na hÉireann
Programme Titles and Links to Publications	<p>BSc. (Hons) General Nursing</p> <p></p></p> <p>BSc. (Hons) Psychiatric Nursing</p> <p></p></p> <p>BSc. (Hons) Intellectual Disability Nursing</p> <p></p></p> <p>https://www.nmbi.ie/Education/Undergraduate-programmes</p> <p></p></p>
Date of last review or accreditation	08-08-2013
Next review year	2018

Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	Second Set of Records
Type of Arrangement	PRSB
Name of the Body	Engineers Ireland
Programme Titles and Links to Publications	<p>.Eng. in Electronic Engineering (L7);</p> <p></p></p> <p>B.Eng. in Computer Engineering (L7);</p> <p></p></p> <p>B.Eng. in Mechanical Engineering (L7);</p> <p></p></p> <p>B.Eng. in Civil Engineering (L7);</p> <p></p></p> <p>B.Eng. in Building Services and Renewable Energy(L7);</p> <p></p></p> <p>B.Sc (Hons) in Fire Safety Engineering (L8)</p> <p></p> http://www.engineersireland.ie/Services/Accredited-Courses/Associate-Engineer.aspx</p>
Date of last review or accreditation	01-11-2013
Next review year	2018
Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	Third Set of Records
Type of Arrangement	PRSB
Name of the Body	Association of Chartered Certified Accountants (ACCA), Certified Public Accountants (CPA) and Chartered Accountants Ireland (CAI)

Programme Titles and Links to Publications	<p>BBS (Hons) in Accounting</p> <p></p></p> <p>MA in Accounting</p> <p></p></p> <p>http://www.accaglobal.com</p> <p></p></p> <p>http://www.cpaireland.ie/students/exemptions/colleges-universities/letterkenny-i-t</p> <p></p></p> <p>http://charteredcareers.ie/exemptions/</p> <p></p></p>
Date of last review or accreditation	<p>01-06-2015</p>
Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	<p>Fourth Set of Records</p>
Type of Arrangement	<p>PRSB</p>
Name of the Body	<p>Veterinary Council of Ireland</p>
Programme Titles and Links to Publications	<p>Bachelor of Science in Veterinary Nursing</p> <p></p></p> <p>http://www.vci.ie</p> <p></p></p>
Date of last review or accreditation	<p>12-11-2015</p>
Section: Arrangements with PRSBs, Awarding Bodies, QA Bodies	<p>Fifth Set of Records</p>

Type of Arrangement	PRSB
Name of the Body	Dental Council of Ireland
Programme Titles and Links to Publications	<p>Higher Certificate in Science in Dental Nursing</p> <p></p></p> <p>http://www.dentalcouncil.ie/</p> <p></p></p>
Date of last review or accreditation	01-12-2011
Next review year	2018
Joint research degrees	0
Joint/double/multiple awards	1
Collaborative programmes	3
Section: Collaborative Provision	First Set of Records
Type of arrangement:	Joint/double/multiple awards
Name of the Body (Bodies)	Ulster University
Programme Titles and Links to Publications	<p><sdt id="690028534" docpart="13C7A390AFD94974B9C4A65ED45D6D3A"></p> <p>Master of Science in Innovation Management in the Public Service</p> <p><sdtpr /></p> </sdt></p> <p>https://www.lyit.ie/full-timecourses/businessstudies/lybimpsm/</p> <p></p></p>
Date of last review	13-02-2014
Next review year	2017
Section: Collaborative Provision	Second Set of Records
Type of arrangement:	Collaborative programmes

Name of the Body (Bodies)	North West Regional College, Derry
Programme Titles and Links to Publications	<p><sdt id="2116707394" docpart="C140228C4CEE45309A57CE3102DF1D9D"></p> <p>Various programmes</p> <p><sdtpr /></p></p> <p>(including BSc (hons.) in Early Childhood Care, Health and Education https://www.lyit.ie/full-timecourses/nursinghealthstudies/ly968/</p> <p></p></p> <p>BSc (Hons) in Sports Coaching and Performance)</p> <p></p></p> <p>https://www.lyit.ie/full-timecourses/lawhumanities/ly228/</p> <p></p></p> <p></p></sdt></p>
Date of last review	19-09-2014
Next review year	2017
Section: Collaborative Provision	Third Set of Records
Type of arrangement:	Collaborative programmes
Name of the Body (Bodies)	Dorset College
Programme Titles and Links to Publications	<p><sdt id="258808546" docpart="0826CBCE456446FEBD31DF7D807389BF"></p> <p>Various programmes (including BSc (hons.) in Early Childhood Care, Health and Education)</p> <p><sdtpr /></p> </sdt> https://www.lyit.ie/full-timecourses/nursinghealthstudies/ly968/</p>
Date of last review	10-06-2016
Next review year	2017

Section: Collaborative Provision	Fourth Set of Records
Type of arrangement:	Collaborative programmes
Programme Titles and Links to Publications	<p><sdt id="-2019301882"></p> <p></p> <p></p></sdt></p>
Articulation Agreements	3
Section: 1 Articulation Agreements	First Set of Records
Name of the Body	Ulster University
Name of the Programme and Links to Publications	<p>Higher Certificate in Science (Pharmacy Technician)</p> <p></p></p> <p>https://www.lyit.ie/full-timecourses/science/ly806/</p> <p></p></p>
Date of last review of arrangement/agreement	23-05-2016
Next Review Year	2017
Section: Articulation Agreements	Second Set of Records
Name of the Body	University of Brighton
Name of the Programme and Links to Publications	<p>Higher Certificate in Science (Pharmacy Technician)</p> <p></p></p> <p>https://www.lyit.ie/full-timecourses/science/ly806/</p> <p></p></p>
Date of last review of arrangement/agreement	01-06-2012
Review year for agreements	2017

Section: Articulation Agreements	Third Set of Records
Name of the Body	Teagasc
Name of the Programme and Links to Publications	BSc in Agriculture </p> https://www.lyit.ie/full-timecourses/science/ly877/
Date of last review of arrangement/agreement	03-02-2017
Review year for agreements	2017
Do you wish to make a final submission?	Yes, this is my final submission
On behalf of the President/Provost/CEO I confirm that the information submitted in this AIQR is accurate and correct.	Confirmed
Overview of internal governance, policies and procedures (Word Template).	Confirmed
Arrangements with PRSBs, Awarding Bodies, QA Bodies.	Confirmed
Collaborative Provision.	Confirmed
Articulation Agreements.	Confirmed
Date of Final Submission	19-02-2018

Parts 2-6

Institution-led QA – Annual Information

Parts 2-6 are completed annually with information pertaining to the reporting period (i.e. the preceding academic year only).

Part 2: Institution-led QA – Annual

Part 2 provides information relating to institution-led quality assurance for the reporting period.

Section 1: Quality Assurance and Enhancement System Developments

1.1 The evolution of quality assurance and enhancement systems in support of strategic objectives in the reporting period.

Letterkenny Institute of Technology is governed by a legislative framework which includes:

- Regional Technical Colleges Acts and Amendment Acts (1992; 1994; 1999)
- Institutes of Technology Act (2006)
- Qualifications (Education And Training) Acts (1999 and 2012)

The Institute through its Quality Assurance Policy sets out to establish a coherent framework for enhancing the quality of education and training provided and showing that standards are safeguarded. The Academic Council oversees the monitoring and review of the Quality Assurance Handbook and the associated quality assurance procedures.

The Quality Assurance Handbook encompasses procedures to ensure that the Quality Assurance Policy is delivered upon and learners' rights prioritised. Additional procedural documents on support services, management, human resources and the campus environment complete the set. The Quality Assurance Policy is set out with reference to the 15 areas: Transparency, Learner Population, Learner Participation, Learning, Learner Support, Assessment, Teaching, Programmes, Lifelong Learning, Research, Management, Verifiable Data, Committee Structure, Human Resources, and Campus Environment. The Quality Assurance Handbook comprises sixteen sections and is published on the Institute's website: (<http://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/>)

Section 1	Background
Section 2	Quality Assurance Policy
Section 3	Procedures and Guidelines for the Design and Validation of New Programmes
Section 4	Procedures and Guidelines for the Ongoing Monitoring of Programmes
Section 5	Procedures and Guidelines for Periodic Evaluation
Section 6	Procedures and Guidelines for Assessment Planning
Section 7	Examination Procedures
Section 8	External Examiner Procedures
Section 9	LYIT Marks and Standards
Section 10	Executive Board Reports
Section 11	Recognition of Prior Learning
Section 12	Learner Complaints Procedure
Section 13	Learner Charter
Section 14	Procedures and Guidelines Governing Collaborative Programmes
Section 15	Postgraduate Research Degree Regulations
Section 16	Modularisation and Semesterisation Framework (2015)

The Institute plans to significantly restructure and revise the Quality Assurance Handbook during 2017/18, with a view to QAH Version 3.0 coming into effect from September 2018.

1.2 Significant specific changes (if any) to QA within the institution.

New and revised sections were developed in respect of the following sections of the Quality Assurance Handbook and approved in 2016/17:

Section 2	Quality Assurance Policy
Section 3	Procedures and Guidelines for the Design and Validation of New Programmes
Section 5	Procedures and Guidelines for Periodic Evaluation
Section 14	Procedures and Guidelines Governing Collaborative Programmes (including Transnational Programmes and Programmes Leading to Joint Awards)
Section 15	Postgraduate Research Degree Regulations
Section 16	Modularisation and Semesterisation Framework (2015)

The Quality Assurance Handbook is published on the Institute's website (<http://www.lyit.ie/aboutus/organisation/academiccouncil/qahandbook/>)

Final Periodic Programme Evaluation Reports from the External Expert Groups are published on the Institute's website in respect of the following:

2011/12

Periodic Programme Evaluation Report of the External Expert Group - School of Science
Periodic Programme Evaluation Report of the External Expert Group - School of Business
Periodic Programme Evaluation Report of the External Expert Group - School of Engineering
Periodic Programme Evaluation Report of the External Expert Group - School of Tourism
<https://www.lyit.ie/gateways/policiespublications/qualityassurance/ppereports/>

2016/17

Periodic Programme Evaluation Report of the External Expert Group - School of Science
Periodic Programme Evaluation Report of the External Expert Group - School of Business
Periodic Programme Evaluation Report of the External Expert Group - School of Engineering
Periodic Programme Evaluation Report of the External Expert Group - School of Tourism
<http://lyit.inventise.ie/About/Policies-Publications/Annual-Reports>

Consistent with Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015) all summary reports of all Panels of Assessors since 2015/16 are published on the LYIT website.

1.3 The schedule of QA governance meetings.

Academic Council Meetings 2016/17

Academic Council meetings are normally held at least three times per semester. There were seven ordinary meetings and four General Purpose meetings of Academic Council during 2016/17:

- 16 September 2016
- 21 October 2016
- 9 December 2016
- 3 February 2017
- 10 March 2017
- 7 April 2017
- 12 May 2017 (General Purposes Meeting)
- 23 May 2017 (General Purposes Meeting)
- 29 May 2017 (General Purposes Meeting)
- 9 June 2017 (General Purposes Meeting)
- 16 June 2017

There are five standing committees of Academic Council. Revised membership of the five standing committees was approved at the Academic Council meeting of 19 September 2014.

Academic Standards Committee	Planning Committee
Paul Hannigan, President	Paul Hannigan, President
Billy Bennett, Registrar	Billy Bennett, Registrar
Dr Seán Duffy	Tena Patten
Dr Kim McFadden	Finbarr Dunwoody (Chair)
Majella Mc Bride	Michael Margey
Dr Nicola Anderson	Anne Boner
Dr Christina Forbes (Chair)	Ronan Doherty
Austin Sammon	Anne Burke
Dr Eoghan Furey	Denis Mc Fadden
Programmes Committee	Research Committee
Paul Hannigan, President	Paul Hannigan, President
Billy Bennett, Registrar	Billy Bennett, Registrar
Nollaig Crombie (Co –Chair)	Louise Mc Bride
Thomas Dowling (Co –Chair)	Dr Jim Morrison
Ken McIntyre	Dr Bill Scott (Chair)
Dr Paddy Hannigan	Ciarán O hAnnracháin
Patricia Doherty	Dr Nick Timmons
Dr Gertie Taggart	Dr Eoghan Furey
Maureen O Neill	Dr Gertie Taggart
Dylan McGowan	John Andy Bonar
Learning & Teaching and Student Engagement Committee	
Paul Hannigan, President	
Billy Bennett, Registrar	
Dr Sharon McLaughlin (Joint Chair)	
Joe Coll (Joint Chair)	
Dr Lynn Ramsay	
Deirdre MacNamara	
Dr Joanne Gallagher	
Dylan McGowan	
Maureen O Neill	

Section 2: Reviews in the reporting period

2.1 Internal reviews that were completed in the reporting period.

School Reviews and Programme Reviews took place in all four Schools in the Institute in 2016/17:

- Periodic Programme Evaluation School of Science
- Periodic Programme Evaluation School of Business
- Periodic Programme Evaluation School of Engineering
- Periodic Programme Evaluation School of Tourism

New Programme Validations

19 new programmes were approved during 2016/17 (15 Major Awards and 4 Minor/Special Purpose awards). New programmes are validated by Academic Council following receipt of a Final Report from an external Panel of Assessors.

Programme Title	School	Award	Panel Members	Date of Panel
Certificate in Professionalism in Computing	Science	Special Purpose Award	Dr Ken Carroll, IT Tallaght, (Chair), Dr Brendan Ryder, Dundalk IT, Pauric O'Donnell, St Eunans College.	09/02/17
Certificate in Coding for Teachers		Supplemental Award		
Certificate in Advanced Coding for Teachers		Special Purpose Award		
Postgraduate Diploma in Business in Six Sigma and Business Improvement	Business	Major	Dr Ken Carroll, IT Tallaght, (Chair), Dr Brendan Ryder, Dundalk IT, Trevor McSharry, IT Sligo, Professor Brian Fynes, UCD, Brian Murray, B Murray Consultancy Services.	
Certificate in Six Sigma and Business Improvement		Minor		
Business Common Entry with named award options: Accounting, Management, Marketing.	Business	Major	Dr. Patricia Moriarty, Dundalk IT, (Chair), Owen Ross, Athlone IT, Helen Shiels, Ulster University, Mr Richard Hoare, GMIT, Terry Reilly, Pramerica.	02/03/17
Higher Certificate in Business	Business	Major	Dr Derek O Byrne, , Waterford IT, (Chair),	03/05/17

(Administration/Information Technology/Customer services)			Dr Pat O Connor, IT Blanchardstown, Barry O Loughlin, Athlone IT, Grainne Tuohy Ulster University, Tracy Peoples, Premier Services.	
Bachelor of Arts in Administration & Information Technology				
Bachelor of Science (Hons) in Sports and Exercise (with Performance or with Physical Education)	Business	Major	Dr Derek O Byrne, , Waterford IT, (Chair), Myles Kelly, IT Carlow, Dr Sarahjane Belton, DCU, Dr Ben Fitzpatrick, Ulster University, Johnny Bradley, Northern Ireland Sports Institute	04/05/17
BA (Hons) Common entry with named award options: Animation, Digital Film and Video, Graphic and digital Design and Fashion with Promotion	Business	Major	David Denieffe, Registrar, IT Carlow, (Chair), Nevil Walsh, IT Sligo, Gary Bates. Big Fish, Anton Hutton, University of Ulster /EyeSpyFX, Mary Avril Gillan, National College of Art and Design	19/05/17
BA in Hospitality Management	Tourism	Major	Dr Ken Carroll, IT Tallaght, (Chair), Eoin Langan, Athlone IT, Dr Denise O Leary, Dublin Institute of Technology, Frances Devine, Ulster University, Gerry Moore, Sligo Park Hotel	01/06/17
Bachelor of Arts (Hons) in Construction Management	Engineering	Major	Maria Kyne, Limerick IT, (Chair), Robert Gillan, Jennings O' Donovan & Partners Ltd, Dr Stephen Nash, NUI Galway, George Brolly, Hamilton Architects, Selina	07/06/17

			Kavanagh, Health Service Executive	
Master of Science in DevOps	Science	Major	Dr Larry McNutt, IT Blanchardstown, (Chair), Barry Feeney IT Tallaght, Dr Brendan Ryder, Dundalk IT, Professor Paul McKeivitt, Ulster University, Wayne Bowden, Optum, Ethan Griffin, Pramerica	19/06/17
Higher Diploma in Business in Finance and Technology	Business	Major		
Bachelor of Science Honours in Agriculture (common entry) incorporating degree award options: Animal and Crop Science / Environmental Management	Science	Major	David Ryan, IT Carlow, (Chair), Marion Coy, Chairperson of the Board of Directors of Mountbellew Agricultural College Ltd, Tim Keady, Teagasc, Eoin Mc Carthy, IT Tralee, Ciaran Kerins, Teagasc	19/06/17
Master of Science in Advanced Healthcare with Postgraduate Diploma in Advanced Healthcare	Science	Major	Michael Hannon GMT, (Chair), Justin Kerr, GMT, Vincent Mc Cauley, University of Ulster, Dr. Brian Keogh, TCD, John Meehan, HSE.	20/06/07
Master of Science in Therapeutic Interventions for Alcohol and Other Drugs and Postgraduate Diploma in Therapeutic Interventions in Alcohol and Other Drugs				
Bachelor of Engineering (Honours) in Electronics and Embedded Systems	Engineering	Major	Stephen McManus, Dundalk IT, (Chair), Philip Owende, TU4D, Des O Reilly, GMT, Dr Seamus Gordon, University of Limerick, Joe Mc Hugh, IDA and Paul Leamy, PhD student, DIT	7/06/17
Bachelor of Engineering (Honours) in Mechanical Engineering				

In 2016/17 three common entry programmes were introduced (CAO Handbook 2018):

- Bachelor of Science (Hons) in Agriculture (common entry) incorporating degree award options: Animal and Crop Science/Environmental Management.
- Business Common Entry with named award options: Accounting, Management, Marketing.

- BA (Hons) Common entry with named award options: Animation, Digital Film and Video, Graphic and Digital Design and Fashion with Promotion

Programme Review

Changes to programmes are approved by Academic Council following receipt of a Final Report from an External Panel of Assessors. A programme review was undertaken in respect of the following programme:

Changes to Programmes Panels 2016/17			
Programme Title	School	Panel Members	Date of Panel
Street Law Module	Business	Dr Ken Carroll, IT Tallaght, (Chair), Dr Brendan Ryder, Dundalk IT, Trevor Mc Sharry, IT Sligo, Professor Brian Fynes, UCD, Brian Murray, B Murray Consultancy Services.	09/02/17

2.2 Profile of internal approval/evaluations and review completed in the reporting period.

Number of new Programme Validations/Programme Approvals completed in the reporting year	19
Number of Programme Reviews completed in the reporting year	4
Number of Research Reviews completed in the reporting year	0
Number of School/Department/Faculty Reviews completed in the reporting year	4
Number of Service Unit Reviews completed in the reporting year	0
Number of Reviews of Arrangements with partner organisations completed in the reporting year	2

2.3 Profile of reviewers and chairs internal approval/evaluations and review for reviews completed in the reporting period.

Composition of Panels	%
Internal	0
National	77
UK	16
EU	0
Student	7
Other	0

Chair Profile	%
Internal	0
Similar Institution	100
Different Institution	0
International	0

Section 3: Other Implementation Factors

3.1 A description of how data is used to support quality assurance and the management of the student learning experience.

Industry and employers play a significant role in formal quality assurance processes within the Institute, including:

- Governing Body membership
- New programme approvals – Panel of Assessors
- Changes to programmes – Panel of Assessors
- Periodic Programme Evaluation process – External Expert Group
- Recruitment and selection boards
- External Examiners
- Professional body accreditation
- Bespoke industry programmes
- Structured work placements (49% of our CAO programmes include an accredited work placement in 2016/17).

The Institute's quality assurance procedures are designed to ensure that learners play a significant role in quality assurance processes, including:

- Academic Council (Learning & Teaching and Student Engagement Committee)
- Programme Boards
- Student School Committee meetings
- Formal learner complaints and appeal processes
- New programme development process
- Periodic Programme Evaluation process

Learners are also formally surveyed for feedback using international, national and internal quality assurance surveys:

- Irish Survey of Student Engagement (ISSE)
- QA1/2/3
- U-Multirank

3.2 Factors that have impacted on quality and quality assurance in the reporting period.

External Examiners

External Examiners are appointed for a three year period, which may be extended by one further year. All External Examiners are issued with annual contracts and fees are only paid on receipt of External Examiner Reports. All External Examiner reports are submitted to the Registrar's Office and then forwarded to the relevant School for consideration by the appropriate Programme Board(s). At the end of the academic year a list of External Examiners who have completed their term is submitted to each School by the Registrar's Office.

Following recommendations from the Academic Standards Committee, the following new External Examiners were appointed in 2016/17:

Title	Name		Institution / Company	School
Dr	Aisling	Conway Lenihan	Cork Institute of Technology	Business
Mr	Conann	Fitzpatrick	University of Ulster	Business
Professor	David	Coghlan	Trinity College Dublin	Business
Mr	Keith	Foran	Institute of Art Design and Technology Dun Laoghaire	Business
Mr	Keith	Higgins	Mastercard Ireland	Business
Mr	Ken	O'Brien	Limerick Institute of Technology	Business
Dr	Michael	Tobin	Athlone Institute of Technology	Business
Dr	Patrick	McCole	Queens University	Business
Mr	Seadna	Ryan	Athlone Institute of Technology	Business
Dr	Tom	Lunney	University of Ulster	Business
Dr	Yuanyan	Chen	University of Ulster	Business
Mr	Jim	Holohan	Limerick Institute of Technology	Business
Dr	Barry	Kirkpatrick	Institute of Technology Blanchardstown	Engineering
Mr	Eoin	Fitzgerald	Limerick Institute of Technology	Engineering
Professor	David	Kennedy	Dublin Institute of Technology	Engineering
Mr	Tomás	Murphy	Galway Mayo Institute of Technology	Engineering
Dr	Jianping	Zhang	University of Ulster	Engineering
Professor	Paul	Horan	Trinity College Dublin	Science
Mr	Seamus	Dolan	St Angela's College	Science

Dr	Trudee	Fair	University College Dublin	Science
Dr	Tracey	Larkin	Limerick Institute of Technology	Science
Ms	Nicola	Cantwell	Institute of Technology Carlow	Science
Dr	Yvonne	Slattery	Galway Mayo Institute of Technology	Science
Ms	Karen	Dinneen	Trinity College Dublin	Science
Dr	Maria	Mulhern	University of Ulster	Science
Dr	Patrick	Johnson	University of Limerick	Science
Dr	Deirdre	Gilroy	Cork Institute of Technology	Science

The table below is a summary profile of the Institute's External Examiners in 2016/17:

Profile of External Examiners 2016/17							
Type of Organisation		Gender		School		Location	
	No.				No.		No.
Institute of Technology	45	Male	49 (54%)	Business	41	RoI	72
University	26	Female	41 (46%)	Engineering	13	Outside of RoI	18
Industry	16			Science	30		
Other	3			Tourism	6		
Total	90		90		90		90

3.3 A description of other implementation issues.

NStEP

LYIT was one of five institutions selected to participate in the National Student Engagement Programme 2016 Pilot (NStEP).

The initial phase of the NStEP had two aspects:

- enhancing the capacity of students for engagement higher education by focusing on student training;
- enhancing the capacity of our institution for student engagement by focusing on institutional analysis and evaluation.

LYIT established an internal working group co-chaired by the Head of Teaching and Learning and the LYIT SU President. Membership of the working group was drawn from senior managers and administrators with equal numbers of student representatives from across the institution. Three representatives from the internal working group are part of the National Working Group. 85 LYIT student representatives participated in NStEP class rep training. Student feedback from the session was very positive with over 90% of students reporting that they found the training very valuable improving their understanding of the class rep role, the mechanisms for student engagement and representation within their institution. LYIT SU considered that the training heightened student engagement throughout the academic year and noted a 66% increase in active participation at Class Rep Council meetings. LYIT has committed to continue to support the student rep training beyond the national pilot

The Institutional Analysis Session was held on 7 February in the LYIT CoLab. The session was facilitated by consultants to NStEP, Eve Lews of Student Partnership in Quality Scotland (SPARQS). The session was attended by 10 student class reps and society leaders and 30 LYIT staff (including President, Registrar, senior managers, academic staff and student services staff). The full day session examined five aspects of student engagement aligned to the Report of the Working Group on Student Engagement in Higher Education (HEA, 2016): feedback; teaching and learning; students and institutional strategy; students and programme interaction and communication, feedback and transparency.

Billy Bennett, Dr Lynn Ramsey and Dylan McGowan (LYIT SU President) presented a paper to the QQI conference on Quality Enhancement in Dublin Castle on 15 December 2016.

Participation in NStEP has provided LYIT with the opportunity to critically analyse student engagement within our institution in a structured way. The evaluation of the institutional analysis highlighted many ways in which the organisational culture within LYIT supports student engagement. An example is the student initiated anti-bullying policy which has been co-drafted by students and staff and is proceeding through Academic Council. The institution plans to formalise and deepen its commitment to student engagement through the adoption of an institutional student engagement strategy which is currently under review with the Teaching, Learning and Student Engagement committee of Academic Council. The NStEP pilot has been extended to 2017 and LYIT will lead the national workstream on Student in formal system level procedures, Strategy and decision making.

Part 3: Effectiveness and Impact

Part 3 provides information relating to the effectiveness and impact of quality assurance policy and procedures for the reporting period.

1. Effectiveness

Evidence of the effectiveness of QA policies and procedures during the reporting period.

The Institute's published quality assurance procedures address issues relating to management, monitoring and ensuring of consistency. Examples of mechanisms employed by the Institute to ensure/monitor consistency of internal review include:

- Exam Boards are all chaired by a senior academic manager from outside of the School
- Secretaries to Panels of Assessors all come from outside of the proposing School/Department
- Periodic Programme Evaluations are scheduled to run in the same academic year (2016/17).

Details of changes to quality assurance procedures and to the Institute's Quality Assurance Handbook are referred to elsewhere in the report.

2. Impact

Evidence of the impact of QA policies and procedures during the reporting period.

The impact and implementation of QA policies and procedures is monitored by the Academic Council and its five standing committees:

- Academic Standards Committee
- Programmes Committee
- Planning Committee
- Research Committee
- Learning, Teaching and Student Engagement Committee

3. Themes

Analysis of the key themes arising within the implementation of QA policies and procedures during the reporting period.

Teaching and Learning

The Institute's activity in teaching and learning centred around the following in 2016/17:

National Landscape

1. National Forum for the Enhancement of Teaching and Learning (National Fourm)

The National Forum is a strategic partner in teaching and learning for LYIT. Dr Lynn Ramsey is the LYIT member of the National Forum Associate Assembly with the role of consulting with the National Forum and promoting and supporting participation by LYIT in opportunities relating to research and scholarship in teaching and learning.

2. Learning Innovation Network

The Learning Innovation Network (LIN) is a network of academic professionals from higher education supporting academic profession development for staff in the higher education sector, particularly the Institutes of Technology. Dr Lynn Ramsey represents LYIT on the LIN co-ordination group/

3. Other Networks

LYIT staff are active participants in a number of teaching and learning networks including Educational Developers in Ireland Network (EDIN), the Hospitality Oversight Group and the Irish Maths Learning Support Network

Planned developments from 2015/16

1. Continue to target funding applications for the National Forum- seminars, discipline groups and research calls

The call for the 2016 Teaching and Learning Enhancement Fund was launched in June 2016 with a submission date of September 2016. The broad theme was, collaboration for national impact focused on the Professional Development (PD) Framework for those who teach in Irish Higher Education and the Road map for Enhancement in a Digital world. , LYIT was partner in two successful applications:

- Teaching and Learning Champions (TLC): A Professional Development Leadership Programme for Managers in Irish Higher Education. (LYIT lead partner, Dr Lynn Ramsey. Other Partners: St Angela's College Sligo, GMIT and IT Sligo).
- ATLAS (Aligning Teaching and Learning across the Technological Sector). (AIT. lead partner. Other partners: DKIT, IT Carlow, LYIT (Dr Deirdre Mc Lay) and WIT).

2. Implementation of Teaching, Learning and Assessment Strategy with priority actions related to assessment, digital learning, workplace learning and student engagement

The areas identified were priority areas for staff training and development, review through PPE, research in teaching and learning and national level engagement (Eg NStEP).

3. Focus student engagement through participation in National Student Engagement Programme

This is discussed in detail in section 1.3.2 (above)

4. Adoption and implementation of LYIT graduate attributes

The implementation of LYIT graduate attributes was part of the work at School and Department level forming part of the PPE.

Professional Development

1. Accredited Learning

Academic staff at LYIT continue to be strongly encouraged to develop and further enhance their professional practice in teaching and learning. In addition to the MA in Learning and Teaching, LYIT staff are enrolled in Level 9 programmes related to teaching and learning in a number of institutions. There are 33 LYIT staff undertaking doctoral studies. A significant proportion of these are undertaking professional doctorates in education.

2. Digital Learning

Dan Friel, LYIT's learning technologist, delivered training workshops in both the LYIT main campus and on the Killybegs campus in January 2016 and September 2017. Dan also delivered a series of ad hoc training sessions to support staff engagement with digital learning.

The workshops covered the following:

- a) Blackboard for New Users – Uploading lecture notes and PowerPoint slides, embedded videos, web links and announcements.
- b) Advanced Blackboard for Advanced Users – Setting assignments and quizzes, retrieving submissions, marking them, providing feedback and publishing result to student, Grade Book and discussion boards.
- c) Using Turnitin via Blackboard – Create Turnitin assignments, retrieve submissions for marking.
- d) Blackboard Collaborate training sessions.

3. Supporting Research in Teaching and Learning

LYIT academic staff are supported to attend and present at conferences and events throughout the year. Information on upcoming teaching and learning events, including conferences and calls for papers is communicated on to academic staff as they arise during the year.

4. Teaching and Learning Events

A range of staff development seminars, peer- learning events are held each year in LYIT and are very well attended. For example:

LYIT Teaching and Learning Day – Focus on Assessment

Staff from all Schools had the opportunity to participate in the LYIT Teaching and Learning Day- Focus on Assessment. Dr Mark Glynn (Head of Teaching Enhancement Unit, DCU) delivered a workshop focused on group assessment to over 100 staff on the main LYIT campus on 2 November 2016 and to the Killybegs campus on 3 November 2016.

LYIT was also successful in its application to the National Forum under the All Aboard 2017 national initiative to build confidence in digital skills for learning. Over 300 participants took part from LYIT staff and students, ETB staff and students and the wider community. Events were held both in LYIT and in ETB schools. LYIT was awarded a Gold Badge: to qualify for a Gold Digital Badge an organisation must run at least one digital skills event, PLUS run an event for parents and/or the local community plus they must develop a Digital Showcase. Under the Digital Showcase, organisations/schools are invited to share their good practice in developing and promoting digital skills.

Funded research in Teaching and Learning

There are currently three major funded national research projects in teaching and learning funded by the National Forum (two are led by LYIT): Teaching and Learning Champions (led by LYIT), Street Law (led by LYIT) and ATLAS.

Learning Analytics

LYIT has applied to become a partner in the National Forum's Data- Enabled Student Success Initiative (DESSI).

Learning, teaching and assessment strategy

The Learning and Teaching and Assessment strategy is being implemented and formed the context for much of the approach to teaching and learning for the PPE.

Recognition of Prior Learning

Over 400 RPL applications were made during the 2016/17 academic year. The vast majority of these applications were from learners enrolled on work based learning and part-time learning programmes.

RPL was also used by an increasing number of learners to access programmes. These learners prepared RPL portfolios to document their prior certified and experiential learning. In addition, applicants underwent a RPL interview before being accepted onto the programme.

Access Programmes

The Institute ran two access programmes in 2016/17:

- Certificate in Preparatory Studies for Higher Education (60 ECTS) – 105 students
- Certificate in Access Studies (30 ECTS) – 15 students



Part 4: Quality Enhancement

Part 4 provides information which goes beyond the description of standard quality assurance procedures. Quality enhancement includes the introduction of new procedures but also extends the concept of quality assurance to other initiatives, activities and events aimed at improving quality across the institution.

4.1 Improvements and Enhancements for the Reporting Period

Improvements or enhancements, impacting on quality or quality assurance, that took place in the reporting period.

The following Reports are produced annually and were considered by Academic Council in the 2016/17 academic year:

- Report on Rechecks, Reviews and Appeals
- Report on Breaches of Assessment Regulations
- Report on Student De-Registrations
- Interim and Final Report on Examinations
- Report of Registered Student Numbers
- ISSE Institution Report
- CAO Application Statistics
- Report of Postgraduate Research Advisory Board (two reports in 2016/17)
- Report on End of Year Pass Rates by LYIT Admission Types and CAO Point Bands
- Report on Previous Higher Education Institutions that Full-Time LYIT Advanced Entry Applicants Attended Prior to Admission to LYIT.

In addition, the Registrar participated in the following national and regional projects:

- Irish Survey of Student Engagement (ISSE) Plenary Group
- Technological Universities Quality Framework (TUQF) Steering Group
- Council of Registrars (CoR)
- THEA/QQI Quality Working Group
- Connacht Ulster Alliance (CUA) Steering Group (along with Paul Hannigan and Dr Seán Duffy) and CUA Registrar Sub-Group
- Co-Chair of West/North-West Cluster Operational Group
- Cross Border Project Team, Higher Education Strategy for Northern Ireland (Project 11)
- Deputy Chair of the Alcohol Forum Board
- THEA Internal Audit Steering Group
- LYIT/Donegal ETB Strategic Planning Group

4.2 Quality Enhancement Highlights

Analysis of quality enhancement activities that were initiated during the reporting period and which would be of interest to other institutions and would benefit from wider dissemination.

The last Institutional Review was undertaken in 2008/09, culminating in an Institutional Review panel visit in January 2009. The objectives of the institutional review process were:

1. To enhance public confidence in the quality of education and training provided by the institution and the standards of the awards made;
2. To contribute to coherent strategic planning and governance in the institution;
3. To assess the effectiveness of the quality assurance arrangements operated by the institution;
4. To confirm the extent that the institution has implemented the national framework of qualifications and procedures for access, transfer and progression;
5. To evaluate the operation and management of delegated authority where it has been granted;
6. To provide recommendations for the enhancement of the education and training provided by the institution.

School Reviews and Programme Reviews took place in all four Schools in the Institute in 2016/17.

The proposed Cyclical Review cycle for LYIT is as follows:

2008/09 - Institutional Review

2011/12 - Periodic Programme Evaluations

2014/15 - Strategic Plan 2014-2017

2016/17 – School Reviews and Programme Reviews (formerly referred to as Periodic Programme Evaluation)

2017/18 - Central Service Reviews

2017/18 - Cyclical Review (ISER January 2018; Cyclical Review panel visit April 2018)

Part 5: Objectives for the coming year

Part 5 provides information about plans for quality assurance in the institution for the academic year following the reporting period (in this instance 1 September 2017 – 31 August 2018).

5.1 Quality Assurance and Enhancement System Plans

Plans for quality assurance and quality enhancement relating to strategic objectives for the next reporting period.

New Programme Validations

New programmes are validated by Academic Council following receipt of a Final Report from an external Panel of Assessors. A range of Major awards as well as Minor and Special Purpose awards are under consideration by Academic Council.

Programme Title	School	Award	Level
Certificate in Digital Citizenship	Science	Special Purpose	8
BSc (Hons) in Digital Healthcare	Science	Major	8
Certificate in Big Data Architecture	Science	Minor	9
Certificate in DevOps Software Engineering	Science	Minor	9
Certificate in UML	Science	Special Purpose	8
MSc in Health Informatics	Science	Major	9
BA in Bar Management	Tourism	Major	7
BSc (Hons) in Architectural Technology with BIM Management	Engineering	Major	8
MA in Mediation and Conflict Resolution	Business	Major	9

New and Revised Policies

The Institute plans to significantly restructure and revise the Quality Assurance Handbook during 2017/18, with a view to QAH Version 3.0 coming into effect from September 2018.

Draft Quality Assurance Handbook (Version 3.0)

Chapter 1 Quality Assurance Policy
 1.1 National Quality Assurance
 1.2 Quality Assurance Policy at LYIT
 1.3 Governance of Quality Assurance

Chapter 2 Cyclical Review Procedures
 2.1 Institutional Reviews
 2.2 School Reviews
 2.3 Central Services Reviews

Chapter 3 Programme Design, Monitoring and Evaluation
 3.1 Procedures and Guidelines for the Design and Validation of New Programmes
 3.2 Procedures and Guidelines for the Ongoing Monitoring of Programmes
 3.3 Procedures and Guidelines for Regular Periodic Evaluation of Programmes
 3.4 Procedures and Guidelines Governing Collaborative/Transnational Programmes

Chapter 4	<p>Teaching, Learning and Assessment</p> <p>4.1 Teaching and Learning and Assessment Principles</p> <p>4.2 Learner Charter</p> <p>4.3 Access, Transfer and Progression</p> <p>4.4 Recognition of Prior Learning</p> <p>4.5 Procedures and Guidelines for Assessment Planning</p> <p>4.6 Plagiarism Policy</p>
Chapter 5	<p>Marks and Standards</p> <p>5.1 Governance and Responsibilities</p> <p>5.2 General Marks and Standards</p> <p>5.3 Examination Procedures</p> <p>5.4 Rechecks, Reviews and Appeals Procedures</p> <p>5.5 Guidelines for Examination Supervisors</p> <p>5.6 Notes for Internal Examiners</p> <p>5.7 External Examiner Procedures</p>
Chapter 6	<p>Conduct and Complaints Procedures</p> <p>6.1 Learners' disciplinary procedures</p> <p>6.2 Learners' complaint procedures</p> <p>6.3 Dignity at work</p> <p>6.4 Protection of Children and Vulnerable Adults</p>
Chapter 7	<p>Research</p> <p>7.1 Research Overview</p> <p>7.2 Governance</p> <p>7.3 Research Validation</p> <p>7.4 Postgraduate Research Degrees</p> <p>7.5 The Examination Process</p> <p>7.6 Research Ethics</p> <p>7.7 Research Projects and Centers</p>
Chapter 8	<p>Templates and Appendices</p>
Academic Year	Details
2008/09	<p>Institutional Review</p> <p>North West Gateway Strategic Alliance Scoping Study (Indecon)</p>

2009/10	CoLab opened	
2010/11	National Strategy for HE to 2030 published Wind Energy Centre opened in Killybegs	
2011/12	Policy and Revised Framework for Modularisation and Semesterisation at LYIT Periodic Programme Evaluations: <ul style="list-style-type: none"> • School of Business • School of Science • School of Engineering • School of Tourism Memorandum of Understanding establishing the Connacht – Ulster Alliance between the Institutes of Technology at Galway-Mayo, Letterkenny and Sligo Towards a Future Higher Education Landscape (HEA) published	
2012/13	Extension of Delegated Authority for the joint MSc in Innovation Management in the Public Service (LYIT/UU) New Science Laboratories opened HEA Report to the Minister – established West/North-West Regional Cluster	West
2013/14	Mission-Based Performance Compact (2014 - 16) agreed with the HEA	
2014/15	LYIT Strategic Plan 2014-17 launched Connacht Ulster Alliance Expression of Interest for re-designation as Technological University North West Regional Science Park opened Extension of Delegated Authority to make Joint Awards (QQI)	
2015/16	Academic Programme Plan 2015/16 – 2016/17 Learning and Teaching Strategy 2015-2020 Research Strategy 2015/16 – 2019/20	
2016/17	Draft Inter-institutional Articulation Agreement between National University Galway, Galway-Mayo Institute of Technology and Letterkenny Institute of Technology Periodic Programme Evaluations: <ul style="list-style-type: none"> • School of Business • School of Science • School of Engineering • School of Tourism Start of Central Service Review Process Plagiarism Policy	

	Revised Teaching Learning and Assessment Strategies Internal Transfer Policy for CAO First Year Entrants Delegated Authority for Level 9 (20 Feb 2017)
--	--

5.2 Review Plans
 A list of reviews within each category (module, programme, department/school, service delivery unit or faculty), as per the internal review cycle, planned for the next reporting period.

Central Service Reviews

Cyclical Reviews

External Accreditations planned for 2017/18

Programme	School	Professional/Industry Body
Bachelor of Business (Hons) Accounting	Business	ACCA (November 2017)
Nursing Programmes	Science	NMBI
Higher Certificate in Science in Dental Nursing	Science	Dental Council of Ireland (February 2018)
Re-accreditation of 5 programmes plus accreditation of BEng (Hons) in Fire Safety Engineering (Associate).	Engineering	Engineers Ireland
Partnership Achieved. BSc (Hons) in Quantity Surveying accredited	Engineering	SCSI
Accredited Centre. Accreditation of 4/5 programmes – application Autumn 2017 BSc (Hons) in Construction Management BSc (Hons) in Sustainable Construction Management BSc (Hons) in Construction Contracts Management BSc in Quantity Surveying	Engineering	CIOB

Accreditation of BSc (Hons) in Fire Safety Engineering (Incorporated) and BEng (Hons) in Fire Safety Engineering – application Autumn 2017		Engineering	IFE
Academic Affiliate granted. Application for accreditation of a number of programmes follows other professional body accreditations (2018)		Engineering	CABE

5.3 Other Plans

External Accreditation Panels 2016/17

Programme	School	Professional/Industry Body	Panel Membership	Panel Date
BSc in Agriculture	Science	Teagasc	Submission	31/3/17
Engineering	Engineering	Chartered Association of Building Engineers (CABE),		Oct 2017

External Accreditations planned for 2017/18

Programme	School	Professional/Industry Body
Bachelor of Business (Hons) Accounting	Business	ACCA (November 2017)
Nursing Programmes	Science	NMBI
Higher Certificate in Science in Dental Nursing	Science	Dental Council of Ireland (February 2018)
Re-accreditation of 5 programmes plus accreditation of BEng (Hons) in Fire Safety Engineering (Associate).	Engineering	Engineers Ireland

Partnership Achieved. BSc (Hons) in Quantity Surveying accredited		Engineering	SCSI
Accredited Centre. Accreditation of 4/5 programmes – application Autumn 2017 BSc (Hons) in Construction Management BSc (Hons) in Sustainable Construction Management BSc (Hons) in Construction Contracts Management BSc in Quantity Surveying		Engineering	CIOB
Accreditation of BSc (Hons) in Fire Safety Engineering (Incorporated) and BEng (Hons) in Fire Safety Engineering – application Autumn 2017		Engineering	IFE
Academic Affiliate granted. Application for accreditation of a number of programmes follows other professional body accreditations (2018)		Engineering	CABE

Part 6: Periodic Review

Part 6 provides information that acts as a bridge between the AIQR and periodic external review.

6.1 The Institution and External Review

A description of the impacts of institutional review within the institution.

Cyclical Review scheduled for 2017/18

6.2 Self-Reflection on Quality Assurance

A short evaluative and reflective summary of the overall impact of quality assurance in the reporting period or, over a more extensive period, in the review.

New and revised sections were developed in respect of the following sections of the Quality Assurance Handbook and approved in 2016/17:

Section 2	Quality Assurance Policy
Section 3	Procedures and Guidelines for the Design and Validation of New Programmes
Section 5	Procedures and Guidelines for Periodic Evaluation
Section 14	Procedures and Guidelines Governing Collaborative Programmes (including Transnational Programmes and Programmes Leading to Joint Awards)
Section 15	Postgraduate Research Degree Regulations
Section 16	Modularisation and Semesterisation Framework (2015)

6.3 Themes

Developmental themes of importance to the institution which will be relevant to periodic review.

In 2016/17 a number of policies and strategies were developed:

- Plagiarism Policy
- Entry Requirements for 2017 with new LCE grades
- Teaching Learning and Assessment Strategies
- Internal Transfer Policy for CAO First Year Entrants
- ETB LYIT Enabling Maths
- BTEC Scoring for 2017 CAO Entry
- FET Awards Entry Requirements for 2017 Entry
- LYIT Graduate Attributes